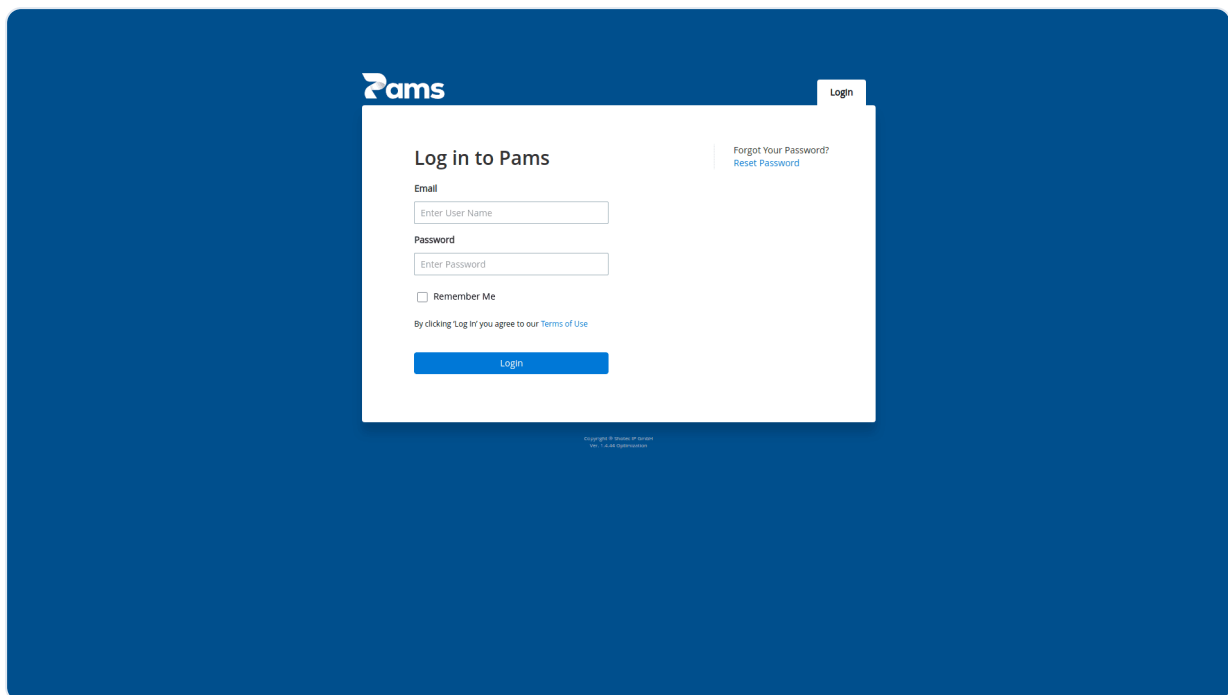


Sales Jobs

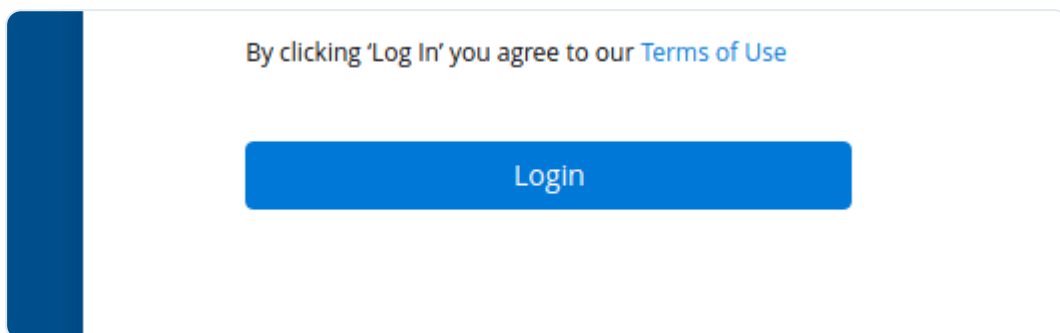
July 29, 2026

Sales Jobs

Applications › Sales › Sales Jobs

A screenshot of the Pams login page. The page has a dark blue background. In the center, there is a white login form. The form has the Pams logo at the top left. Below the logo, it says "Log in to Pams". There are two input fields: "Email" with a placeholder "Enter User Name" and "Password" with a placeholder "Enter Password". Below the password field, there is a checkbox labeled "Remember Me". At the bottom of the form, it says "By clicking 'Log In' you agree to our Terms of Use". There is a blue "Login" button. To the right of the form, there is a link "Forgot Your Password?" and a link "Reset Password".

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A close-up screenshot of the login button and the terms of use text. The text "By clicking 'Log In' you agree to our Terms of Use" is displayed above a blue "Login" button.

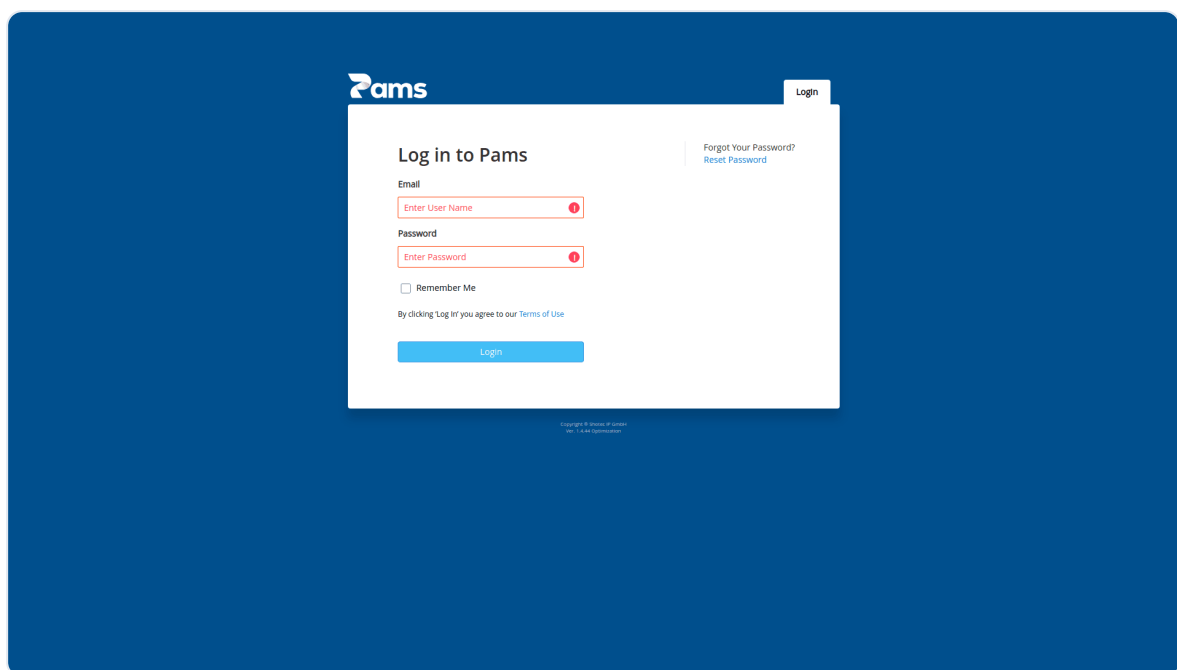
Overview

Sales Jobs is the Sales workspace for reviewing job-based commercial work through the available sales stages. Sales representatives and project-facing users use it to switch between job views, review the current stage, apply filters, and maintain a working layout for daily follow-up. Use this workspace when you need to focus on the overall sales-job population or the jobs currently shown as offers.

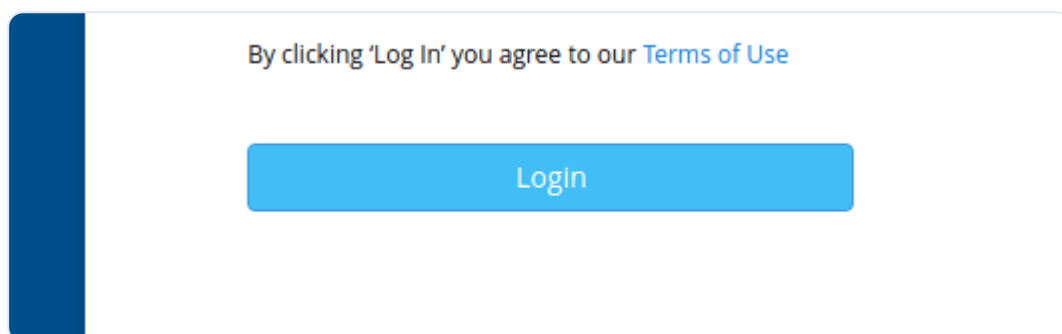
Settings

Before reviewing Sales Jobs, set up a layout that presents the information you need for your role. The available controls manage the displayed layout; they do not create or change a sales job.

1. Open Sales > Sales jobs.



Sales jobs — Sales > Sales jobs



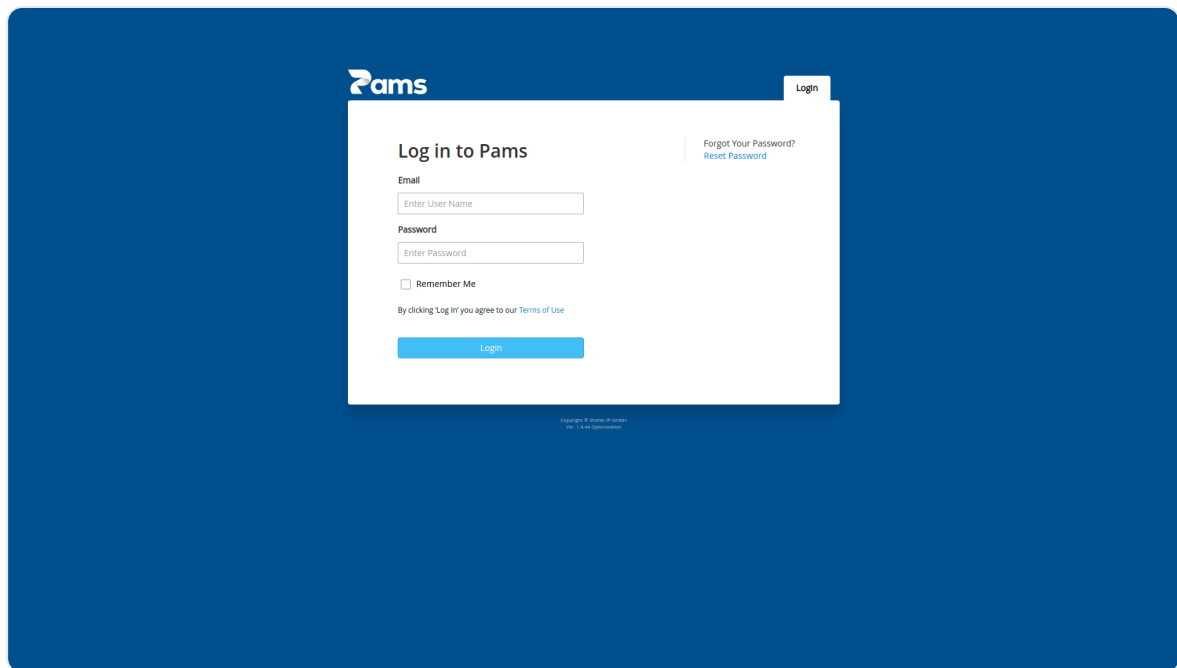
2. If authentication is requested, enter your credentials in **Enter User Name** and **Enter Password**, then select **Login**.
3. To create a layout for a particular review purpose, select **Add Layout**. Enter a name in **Layout name**, then select **Save**.
4. To choose the information displayed in the current layout, select **Columns Chooser** and make the required column selections.
5. Decide how to maintain the layout:
 - Select **Update Current** to save changes to the currently selected layout.
 - Select **Cancel** to discard the current layout action without saving.
 - Select **Delete Current** when the current saved layout is no longer required.
 - Select **Delete** only when you intend to confirm the displayed deletion action.

Tip: Use a clearly descriptive layout name, such as “Sales Follow-up” or “Offer Review,” so that users can identify the intended purpose of the layout.

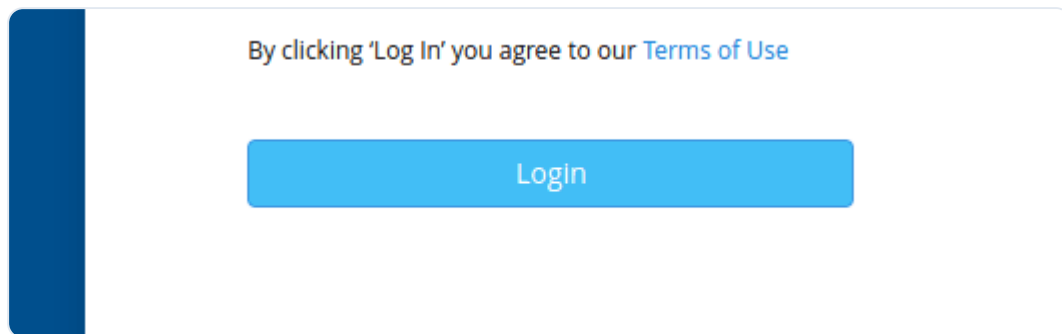
Workflow

Use the Sales Jobs workspace as a stage-based review process. The available stage controls are **All**, **Inquiries**, **Offers**, **Orders**, **Archived**, and **Job Missing Customer Survey**. The provided screen captures document the All and Offers views.

1. Open Sales > Sales jobs and select the stage that matches the work you need to review.



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2. Decide whether you need a complete review or a stage-focused review:
 - Select **All** to review the complete Sales Jobs view.
 - Select **Offers** to focus on jobs in the Offers stage.
 - Select **Inquiries**, **Orders**, **Archived**, or **Job Missing Customer Survey** when that is the relevant available stage.
3. If the current list is too broad, select the filter icon **Filter (icn-filter)** and apply the available filtering criteria.
4. Select **Update** to refresh the current view after changing the stage, filter, or layout.
5. If you need to adjust how the view is presented, select the layout icon **Layout (icn-layout)** and use the saved-layout controls described in Settings.

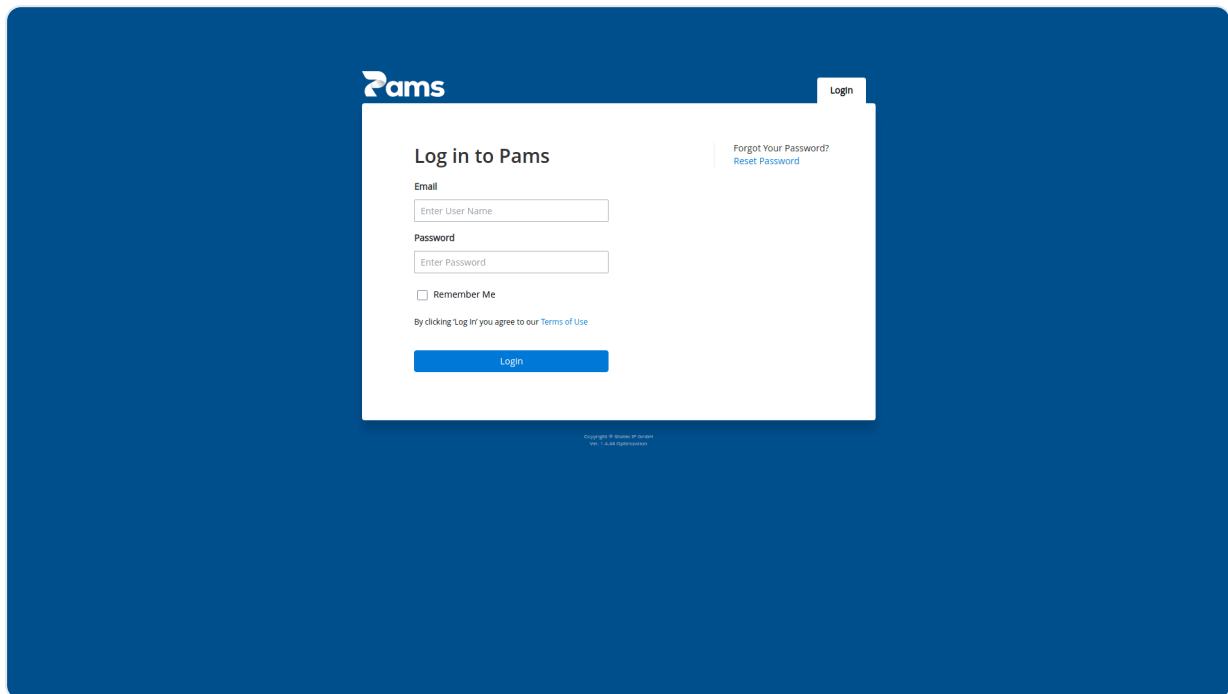
Note: The supplied controls support viewing, filtering, refreshing, and arranging Sales Jobs. No action is provided here to create a job, edit job details, or move a job between stages. Do not assume that selecting a stage changes the job's status.

All

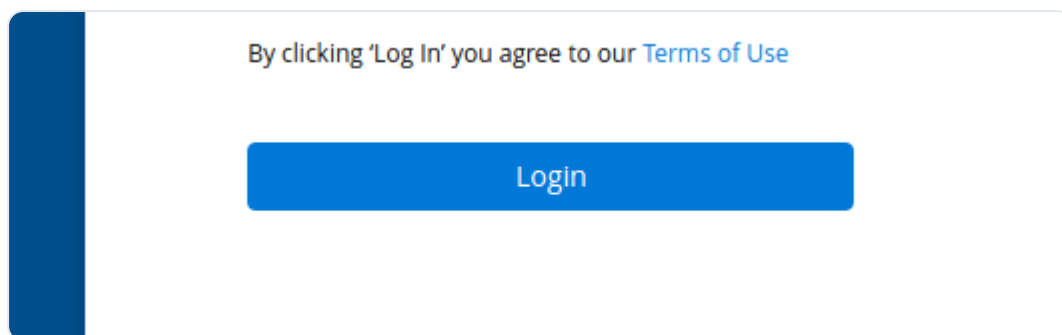
The **all** tab is the broad review stage for Sales Jobs. Use it when you need to review the full set of jobs available in the workspace before narrowing the view to a specific commercial stage. You can apply **Filter (icn-filter)**, refresh the view with **Update**, and use a saved layout to present the information needed for your review.

The available workflow control **All** opens this stage. No control is provided that moves a record into or out of the all tab, so use this view as a consolidated review point rather than as a status-change action.

Offers



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The **offers** tab holds the Sales Jobs presented in the Offers stage. Use this stage when following up on commercial work that is being reviewed as an offer, and use the available filter and layout tools to focus the list for your assigned work.

The workflow control **Offers** opens this stage. The supplied controls do not identify an action that moves a Sales Job into or out of Offers; therefore, this page documents the tab as a review view only.

Examples

A sales representative needs a focused view for reviewing offer-stage Sales Jobs during a weekly commercial follow-up.

1. Open Sales > Sales jobs and select **Offers**.
2. Select **Filter (icn-filter)** to narrow the displayed offers according to the criteria available in the filter.
3. Select the layout icon **Layout (icn icn-layout)**, then select **Add Layout**.
4. In **Layout name**, enter `Weekly Offer Review`.
5. Select **Columns Chooser** and choose the columns required for the review.
6. Select **Save** to retain the new layout.
7. Select **Update** to refresh the Offers view and continue reviewing the filtered list.
8. At the end of the review, select **All** when you need to return to the consolidated Sales Jobs view.

Tips

Tip: Select **Offers** before applying a filter when your task is specifically to review offer-stage jobs. This keeps the review focused on the relevant stage.

Note: Use **Update Current** only after confirming that the current layout changes should be retained for future use.

Warning: Use **Delete Current** and **Delete** carefully. These actions are intended to remove a saved layout or confirm a deletion action.

Troubleshooting

Symptom	Likely cause	Fix
You cannot access the Sales Jobs workspace.	Login credentials have not been entered or accepted.	Complete Enter User Name and Enter Password , then select Login . If access remains unavailable, use the available Reset Password control or follow your organisation's access process.
The list shows too many Sales Jobs.	The current view has not been narrowed to the required stage or filter.	Select the appropriate stage, such as Offers , then select Filter (icn-filter) to narrow the displayed records.
The displayed information is not suitable for your review.	The current layout does not contain the required columns.	Select Columns Chooser , adjust the displayed columns, and select Update Current to retain the change.
A layout change was not saved.	The layout was cancelled or not saved after editing.	Use Save for a new layout, or Update Current for changes to an existing layout.

Related pages

- [Sales — Overview](#)
- **sales**
- [Sales — Learning Path](#)
- [buyouts](#)
- [List](#)
- [Stock](#)